CLAIMS

We claim:

- 1 1. Method for using Microsoft Office documents in a place
- 2 in collaboration space, comprising:
- 3 creating a document file using Microsoft Office;
- 4 converting said document to a hypertext markup language
- 5 (html) file; and
- 6 saving said document file and said html file on a page
- 7 in collaboration space with said html file displayed in
- 8 read mode and said document file displayed in edit
- 9 mode.
- 1 2. The method of claim 1, further comprising the steps of:
- 2 at said browser, dragging and dropping said document
- 3 file into said place as a template file; and
- 4 creating from said template file a form.

- 1 3. The method of claim 2, further comprising the steps of:
- 2 using said form to create a new Microsoft document.
- 1 4. Method for uploading a document into a place in
- collaboration space, comprising the steps of:
- 3 creating a document file including web form fields;
- 4 saving said document file;
- 5 importing said document file to said place;
- 6 upon importing said document into said place,
- 7 converting said document into a web file containing
- 8 hyperlinks that point to web pages.
- 1 5. The method of claim 4, said document being a Microsoft
- Office document and said web file being a hypertext markup
- 3 language (html) file.

- 1 6. The method of claim 5, including the step of including
- 2 web form fields in said document file by selecting field
- 3 icons from a web tools toolbar.
- 7. The method of claim 6, said toolbar including checkbox
- 2 control, option or radio button control, drop down box
- 3 control, listbox control, textbox control, text area
- 4 control, submit control, submit with image control, reset
- 5 control, hidden control, and password control.
- 1 8. Method for importing a document file into a place in
- 2 collaboration space, comprising the steps of:
- 3 presenting at a browser an interface window to said
- 4 place including a new selector;
- 5 responsive to user selection of said new selector and
- an import option, displaying an import scene with an
- 7 empty upload control;
- 8 dragging and dropping said document file to said upload
- 9 control; and

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| 10 | responsive to receiving said document file in said |
| 11 | upload control, |
| | |
| 12 | converting said document file to hypertext files; |
| | |
| 13 | displaying a document file icon in said upload |
| 14 | control; and |
| | |
| 15 | importing said hypertext files into said place. |
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- 9. The method of claim 8, further comprising the steps:
- 2 responsive to said user publishing said document file 3 to said collaboration space, uploading to a
- 4 collaboration space server said document file and said
- 5 hypertext files.
- 1 10. The method of claim 9, said document file being a
- presentation file comprising a plurality of slides.
- 1 11. The method of claim 10, further comprising the steps
- 2 of:

- displaying said slides in a same page together with previous, next, and zoom buttons.
- 1 12. The method of claim 11, further comprising the step of,
- 2 responsive to selection of said zoom button, displaying a
- 3 larger version of a current slide also including next and
- 4 previous buttons.
- 1 13. The method of claim 11, said presentation file being a
- 2 Microsoft PowerPoint file, and said hypertext files being
- 3 hypertext markup language (html) files.
- 1 14. The method of claim 9, further comprising the steps of:
- 2 preparing to display a plurality of data objects
- 3 contained in said document file by:
- 4 preparing and importing into a common page at said
- 5 place a separate hypertext file for each said data
- 6 object, together with any included images and
- 7 support files,

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| 8 | modifying said hypertext files to link to next and |
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| 9 | previous data objects within said document file; |
| 10 | and |
| | |
| 11 | at read time, responsive to user selection of said next |
| 12 | or previous control, issuing a uniform resource locator |

(url) to load and display a respective next or previous

- 1 15. The method of claim 14, said data objects being
- 2 presentation slides or spreadsheet worksheets.

data object in sequence.

- 1 16. The method of claim 15, said presentation slides being
- 2 Microsoft PowerPoint slides, said spreadsheet worksheets
- 3 being Excel worksheets, said hypertext files being hypertext
- 4 markup language (html) files, and said common page being a
- 5 Notes document.
- 1 17. A system for uploading a document into a place in
- 2 collaboration space, comprising:

| 3 | | an editor for creating a document file including web |
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| 4 | | form fields; |
| 5 | | a storage device for saving said document file; |
| 6 | | an upload control for importing said document file to |
| . 7 | | said place; |
| 8 | | a server, upon importing said document into said place, |
| 9 | | for converting said document into a web file containing |
| 10 | | hyperlinks that point to web pages. |
| 1 | 18. | A system for importing a document file into a place in |
| 2 | colla | aboration space, comprising: |
| 3 | | a browser interface window to said place including a |
| 4 | | new selector; |
| 5 | | a storage for storing said document file; |
| 6 | | an import scene; |
| 7 | | an unload control: |

| | 9 | said new selector and an import option for displaying |
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| | 10. | said upload control; |
| | | |
| | 11 | dragging and dropping said document file from said |
| | 12 | storage to said upload control; and |
| | | |
| | 13 | said upload control being responsive to receiving said |
| | 14 | document file for, |
| i.u/ | | |
| — « F 6 — 1 4 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | 15 | converting said document file to hypertext files; |
| in In | | |
| # # | 16 | displaying a document file icon in said upload |
| | 17 | control; and |
| . . | | |
| und | 18 | importing said hypertext files into said place. |
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| | 1 | 19. A program storage device readable by a machine, |
| | 2 | tangibly embodying a program of instructions executable by a |
| | 3 | machine to perform method steps for uploading a document |
| | 4 | into a place in collaboration space, said method steps |
| | 5 | comprising: |
| | | |

said import scene being responsive to user selection of

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creating a document file including web form fields;

| 1 | saving said document life; |
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| 8 | importing said document file to said place; |
| 9 | upon importing said document into said place, |
| 10 | converting said document into a web file containing |
| 11 | hyperlinks that point to web pages. |
| | |
| 1 | 20. A program storage device readable by a machine, |
| 2 | tangibly embodying a program of instructions executable by a |
| 3 | machine to perform method steps for importing a document |
| 4 | file into a place in collaboration space, said method steps |
| 5 | comprising: |
| | |
| 6 | presenting at a browser an interface window to said |
| 7 | place including a new selector; |
| | |
| 8 | responsive to user selection of said new selector and |
| 9 | an import option, displaying an import scene with an |
| 10 | <pre>empty upload control;</pre> |
| 11 | dragging and dropping said document file to said upload |
| 12 | control; and |
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| 13 | responsive to receiving said document file in said |
|----|--|
| 14 | upload control, |
| 15 | converting said document file to hypertext files; |
| 16 | displaying a document file icon in said upload |
| 17 | control; and |
| 18 | importing said hypertext files into said place. |
| 1 | 21. A computer program product or computer program element |
| 2 | for uploading a document into a place in collaboration |
| 3 | space, according to the steps of: |
| 4 | creating a document file including web form fields; |
| 5 | saving said document file; |
| 6 | importing said document file to said place; |
| 7 | upon importing said document into said place, |
| 8 | converting said document into a web file containing |
| 9 | hyperlinks that point to web pages. |